

BOARD OF SELECTMEN	DECEMBER 19, 2018 – 6:30 PM
TOWN OF HAMPTON FALLS	TOWN HALL

DRAFT

PRESENT: James E. Ziolkowski, Chairman, Larry M. Smith, Vice Chair, Edward B. Beattie, Selectman, Lori A. Ruest, Town Administrator, Holly Fazzino, Secretary.
The meeting was called to order at 6:30 p.m.

SECTION 1 – PUBLIC COMMENT

Richard McDermott, Coach Lane, requested to address the Winter Road Maintenance Contract.

Gaylee Robinson, Brown Road. requested to address the Winter Road Maintenance Contract.

Andrew Brubaker, Old Stage Road, requested to address the Winter Road Maintenance Contract.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT FOR NOVEMBER 16, 2018 – DECEMBER 17, 2018

The Board acknowledged the Building Inspector/ Code Compliance/ Health Officer Report covering November 16, 2018 to December 17, 2018. The Board did not have any questions.

MOSQUITO CONTROL SPECIAL PERMIT APPLICATION

The Board consented to sign the Special Permit Application for Mosquito/ Black Fly from Dragon Mosquito Control, Inc.

MOTION: To authorize the Chairman to sign the Special Permit Application pending a final decision on the amount of the contract.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

REAPPOINTMENT OF HEALTH OFFICER AND DEPUTY HEALTH OFFICER (3 YEAR TERM)

MOTION: To appoint M. Sikorski as the Hampton Falls Health Officer, and H. Hubbard as Deputy Health Officer for three year terms, 2018 - 2021.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

Chairman J. E. Ziolkowski recused himself from the next discussion and left the Selectmen’s Table.

WINTER ROAD MAINTENANCE SERVICES 2018-2019 – MONTHLY REPORT

R. McDermott, Coach Lane, expressed concern about the following elements of the Winter Road Maintenance Contract: no project officer, time expectations, list of drivers, number of drivers,

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maintenance services, vehicle registrations, use of subcontractors, proof of licenses for all drivers, communication.

G. Robinson, Brown Road, expressed concern about the following elements of the Winter Road Maintenance Contract: use of vehicles not on Form A, status of drivers' licenses, safe and passable roads, whether the next contract will go out to bid, jersey barrier in the back of an ELM vehicle.

A. Brubaker, Old Stage Road, expresses concern about the following elements of the Winter Road Maintenance Contract: whether all drivers' licenses are on file, removal of tree limbs.

ANNUAL REVIEW OF WINTER ROAD MAINTENANCE AGREEMENT TERMS & ROAD SALT USAGE

L. A. Ruest confirmed with the Selectmen that it is the Board's goal that the Town uses only the amount of salt that is needed to keep the roads safe and passable.

WINTER MAINTENANCE OF SIDEWALK

Municipal Sidewalk Agreement at the Common. The Town is required to provide future maintenance including snow removal.

The Contractor reported that there has been 8.9 inches of snow this season thus far. J. E. Ziolkowski asked if the Board is satisfied with the road salt usage to date. Chief Dirsa would like a happy medium of black and wet roads and less salt. J. E. Ziolkowski stated that there is an abutting town that is using three times the amount of road salt as Hampton Falls.

T. Santora, Linden Road, requested notification of only the amount of road salt that makes the roads "safe and passable" through News and Announcements to clarify the Board's position.

ROAD AGENT – MONTHLY REPORT/INVOICE

The Board acknowledged receipt of R. Hilliard's first Road Agent report for November, 2018. Many problem trees were identified. The culvert inspections have been helpful. E. B. Beattie is pleased and states that the culverts are functioning now.

MOTION: To authorize the payment to the Road Agent for emergency work at the Kennedy Culvert, \$2,950.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

NOVEMBER CORE ROAD AGENT SERVICES

Various tasks and repairs were discussed to determine which items were a core service, and which are an approved job. L. M. Smith requested additional clarification on the invoices as to whether tools are involved.

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Various non-emergency highway department project worksheets were reviewed. The project worksheet form is not needed for pot holes. J. E. Ziolkowski determined that the Road Agent may repair pot holes without further direction from the Board.

- Road Agent Monthly Log was submitted and approved by the Board.
- Highway Invoice 2018-11 The Board approved work in the amount of \$438.75 as amended.
- Highway Invoice 2018-11a The Board approved work in the amount of \$2,200 (Kennedy Dam).
- Highway Invoice 2018-11b The Board approved emergency work in the amount of \$2,950.
- Non-emergency Highway Department Project Worksheet for repairs to shoulder on Drinkwater Road. The Board approved work at a total cost of \$2,200.

MOTION: To approve the proposal to improve the shoulder on 77-79 Drinkwater Road, for \$2,080.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

G. Robinson asked if any job over \$1,000 needs to go out to bid. L. A. Ruest confirmed that they do not go out to bid.

MOTION: To approve the Road Agent Core Services payment for November in the amount of \$795.83.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

Chairman J. E. Ziolkowski resumed his seat.

NEW ENGLAND PAVING INVOICE – STARD ROAD

J. E. Ziolkowski discussed an invoice from New England Paving. The vendor stated that permission was obtained for the job by Dick Robinson. D. Robinson reported that the vendor agreed to do the job on good will. The vendor did not have that understanding. Photos are not available. J. E. Ziolkowski stated that the Road was serviced. He advised that the Town should pay the invoice. L. M. Smith wanted confirmation that the work was done. E. B. Beattie stated that the Board did not authorize the work, but there was work done.

MOTION: To approve the payment of the invoice for \$1,000 to New England Paving for Stard Road.

MOTION: L. M. SMITH

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SECOND: E. B. BEATTIE
UNANIMOUS

R. McDermott, Coach Lane, commented that there is extra hot top that is available from all jobs.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT

The Board acknowledged the Fire/ Ambulance and Emergency Management Report for November, 2018.

DRAFT AMBULANCE REVENUE WRITE-OFF POLICY – SECOND READ

Chief J. Lord discussed the background of the policy. Balance billing is the difference between insurance reimbursement and the balance on the bill. Sometimes the insurance portion is paid directly to the patient, and sometimes those payments are not forwarded to the Fire Department for payment. Pending legislation will allow payments to come directly to the vendor (Fire Department) rather than the patient.

MOTION: To adopt the Ambulance Revenue Write-off Policy as presented by the Fire Chief.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

Chief Lord requested to write off \$9,711.76 in unreimbursed ambulance services.

MOTION: To approve the Fire Chief’s request to write off \$9,711.76 in uncollectable ambulance fees.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

FIRE DEPARTMENT VEHICLE FUND (AMBULANCE)

In 2009, articles were put to the voters to establish fire department vehicle fund, special detail fund for fire, and special detail fund for ambulance (for apparatus). J. E. Ziolkowski would like to amend the wording to add the word “equipment.” Chief Lord was not in favor of expanding to include the word equipment.

T. Samway, Old Stage Road, supports maintaining the Townspeople as agents to expand the Fire Department Vehicle Fund- Special Detail (Ambulance).

The Fire Department is requesting \$3,000 for two CR+ AED replacements and \$20,000 for SCBA bottles. These funds total the amount remaining from the Fire Department, Emergency Management and Ambulance budget accounts.

MOTION: To approve \$20,000 to buy up to 32 SCBA bottles.

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MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

Chief Lord stated that the Article for SCBA bottles will be removed from the 2019 Warrant.

Chief Lord requested to exchange two older model AEDs for two CR + AEDs for \$2,938.00 before the close of the calendar year.

MOTION: To approve two CR+ AEDs for 2 AEDs that are no longer serviceable for up to \$3,000.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT

The Board acknowledged the November 2018 Police Department Report.

POLICE DEPARTMENT VEHICLE FUND (SPECIAL DETAIL)

J. E. Ziolkowski clarified the balance of the Police Department Special Detail Fund and the Police Vehicle Capital Reserve Account. J. E. Ziolkowski raised the question of whether the town has too many cruisers. J. E. Ziolkowski took an informal survey of the surrounding communities regarding the number of cruisers, and he does not believe four vehicles are needed.

Chief Dirsa referred the Board to a replacement plan document and recommends the withdrawal of the Warrant Article, with a commitment to the purchase of a vehicle in 2019. E. B. Beattie stated that the Board can't make a commitment affecting a future Board.

Chief Dirsa proposed 25% of a cruiser to be raised by a Warrant Article each year, and the Police Vehicle Fund (Special Detail) would provide 50% of the cost. It would be a change from the long term plan.

Chief Dirsa reported that SUVs as cruisers have been available since 2013, and he is unaware of how they will hold up in the long term. It does not cost any more for four vehicles with a rotation in service, lasting eight years rather than six years. Chief Dirsa hoped that the plan would be supported, without additional funding. He now requests that the Article be left in place. J. E. Ziolkowski reports that there is in excess of \$70,000 in the Police Special Detail Fund, and over \$25,000 in the Police Department Capital Reserve Fund. He would like more data on the life of the vehicles. L. M. Smith states that the Article is on the ballot adds to the Capital Reserve Fund. It does not authorize the purchase of the next vehicle. L. M. Smith is in favor of removing the Article from the 2019 warrant. E. B. Beattie agrees with the plan to remove the Article.

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J. E. Ziolkowski asked for clarification on why it is a bad idea to amend the Police Detail Account. Chief Dirsa states that the funds should be designated for a specific purpose.

T. Franciosa, Wadleigh Lane, expressed his understanding of the purchase of a vehicle, and agreed that the replacement of equipment should not be part of the Police Special Detail Fund.

L. M. Smith asked Chief Dirsa about his Department’s observations at the Drinkwater Road culvert. No speeding trucks were noted. Continued monitoring is planned.

SECTION 2 – PUBLIC COMMENT

There were no public comments.

OLD BUSINESS

GENERAL FUND BALANCE \$3,441,759.00

ACCOUNTS PAYABLE/PAYROLL/TREASURER/TRUSTEES OF TRUST FUNDS

PAYROLL WARRANT	#448	\$ 33,688.28
ACCOUNTS PAYABLE	#644	\$801,345.63
TREASURERS WARRANT	#2018-8	\$ 27,796.40

MOTION: To approve the Warrants 448, 644 and 2018-8 as presented.

MOTION: L. M. SMITH

SECOND: E. B. BEATTIE

UNANIMOUS

DRAFT 2019 TOWN WARRANT

Article 1	Elected Officials	3-0
Articles 2-4	Zoning Amendments	3-0
Article 5	Elderly Exemptions	3-0
Article 6	Exemption for the Disabled	3-0
Article 7	Combine Tax Collector/ Town Clerk	3-0
Article 8	Veterans Tax Credit	3-0
Article 9	Disabled Vet Tax Credit	3-0
Article 10	Operating Budget	3-0
Article 11	Heritage Fund \$1,000	3-0
Article 12	Tercentenary Committee \$5,000	3-0
Article 13	Discontinue Landfill Closure Capital Reserve Fund	3-0
Article 14	Discontinue several Capital Reserve Funds	2-1
Article 15	Amend Article 15 that it is contingent on the passing of Article 14. L. Ruest to confirm with DRA.	3-0
Article 16	Discontinue Library Capital Reserve Fund	3-0

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Article 17	Amend Article 17 that it is contingent on the passage of Article 16, establish an Expendable Trust Fund.	3-0
Article 18	Police Cruiser removed from Warrant.	3-0
Article 19	Raise \$13,000 for Police Body Cameras and miscellaneous equipment software.	3-0
Article 20	Fire Department Fire Truck	3-0
Article 21	SCBA Bottles withdrawn	Not Yet Voted
Article 22	Amend the purpose of the existing Highway Maintenance Capital Reserve Fund- Held for a work session on December 20, 2018.	Not Yet Voted
Article 23	Mosquito Control Program	2-1
Article 24	Great Bay Services (new health agency)	3-0

J. E. Ziolkowski reported he is in favor of the purchase of a fire truck but that he feels some members of the public do not understand what type of fire truck we are buying and if the purchase is necessary. T. Franciosa, Wadleigh Lane, stated that he met with Chief Lord regarding the new fire truck.

T. Santora, Linden Road, reported that the Capital Improvement Committee (CIP) had asked for the process to be public. CIP rated the the purchase as premature.

J. E. Ziolkowski suggested that the purchase be reviewed by a committee (two members from CIP, two from the Fire Department, and two members of the public).

CITIZEN’S PETITION WARRANT ARTICLE

L. Stan, Meadow Lane, requested the Board add a warrant article to re-establish two white goods days each year. J. E. Ziolkowski discussed the increased costs to maintain the brush dump, and operate each white goods day and was not in favor of this request. L. M. Smith encouraged L. Stan to obtain the proper number of signatures to place a Citizen’s Petition on the ballot.

RAILS TO TRAILS UPDATE

L. M. Smith reports that the program to create trails along the railroad in Hampton Falls is underway; it will be a multi-million dollar project.

TOWN HALL STREAMS

L. M. Smith reports that Townhallstreams.com is used by many municipalities to increase video access to public meetings. The Board authorized L. A. Ruest to investigate the service.

OTHER

L. A. Ruest reported that a meeting with an Avitar representative regarding the software upgrade occurred, but that it was found that an update needs to take place at the same time as a re-valuation; Hampton Falls just completed one. The Building Inspector software piggybacks on Assessing. Vision upgrades were quoted at \$10,000 - \$20,000. J. E. Ziolkowski asked L. M. Smith to seek more information.

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MOTION: To approve an abatement to correct a Veteran’s Credit error for Map 8, Lot 84-10 for \$500, and a Veteran’s Credit error for Map 2, Lot 55 for \$500.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

MOTION: To approve an abatement refund for Map 4, Lot 44.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

MOTION: To approve an overpayment of tax refund for Map 8, Lot 09, in the amount of \$27.00.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

SECTION 3 – PUBLIC COMMENT- There was no public comment.

NEW BUSINESS

TREASURER RECOMMENDATION – INTEREST RATES

Treasurer E. Riordan recommended that the town remain with Citizen’s Bank at a rate of 2.2%.

MOTION: To accept the recommendation from Treasurer E. Riordan.

MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS

ZONING ORDINANCE BOOKS

Todd Santora, Chairman of the Planning Board, reported that it has been found that members of the Planning Board have various versions of the Zoning Ordinance and Regulations in their possession. A. Tonry has been working on proofing and verifying ordinances and regulations. T. Santora conferred with Rockingham Planning Commission (RPC), and learned that Hampton Falls is the only Town who continues to utilize their services for the ongoing maintenance of the ordinances and regulations, in part, due to the availability of software. T. Santora states that the RPC prefers that we take it over, but could continue if it is our desire. Software and personnel time would be needed to update the ordinances in-house. L. M. Smith concurred with the Town Administrator to have old versions held by members exchanged for new copies as soon as practical.

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**OTHER
JANUARY/FEBRUARY NEWSLETTER**

MOTION: To approve the January/ February Newsletter for distribution as written.

**MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS**

MOTION: To appoint Erin Sniderman to a permanent part time position as Secretary/ Treasurer of the Parks and Recreation Commission.

**MOTION: L. M. SMITH
SECOND: E. B. BEATTIE
UNANIMOUS**

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 12/5/2018
The Board approved the meeting minutes from December 5, 2018 as written.

PUBLIC COMMENT- There was no public comment.

ADJOURN

MOTION: To adjourn the meeting at 11:46 p.m.

**MOTION: J. E. ZIOLKOWSKI
SECOND: E. B. BEATTIE
UNANIMOUS**

***NEXT SELECTMEN'S MEETING – WEDNESDAY, JANUARY 9, 2019, 6:30 P.M.,
TOWN HALL***